

# Bulletins on Health Insurance, Payroll, and Personnel

UPPS Newsletter 2000-03

March 1, 2000

## *Personnel Cabinet*

*5th Floor, 200 Fair Oaks Lane  
Frankfort, Kentucky 40601*

### *Secretary*

*Carol M. Palmore  
Suite 516, 502-564-7430  
Fax 502-564-7603*

### *Julie True, Commissioner*

*Department for  
Employee Relations  
Suite 511, 502-564-7911  
Fax 502-564-4311*

### *Herb Sheeting, Commissioner*

*Department for  
Personnel Administration  
Room 530, 502-564-2428  
Fax 502-564-5826*

### *Personnel Cabinet Web Site*

*[http://www.state.ky.us/  
agencies/personnel/  
pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)*

## Helpful Hints When A New Employee Comes On Board

There has been a lot of confusion about deductions and pay information for employees who leave an agency one day and start with a new agency the next day. Whether or not an employee's deductions and pay information will transfer to the new agency is based on the nature of action code on the P-1. The only time deductions will transfer is when the nature of action codes are Transfer Out – Transfer In. When an employee resigns, retires, terminates one day and is re-appointed the next day the deductions and pay information will not transfer.

Any time you have a new employee, it is advisable that you check the POPY screens; particularly screens A, C, D, K and P.

## Educational Leave Contract Updated

The Educational Leave Contract form has been revised. Please use the attached form when granting leave of absence for continuing education or training. This form has also been placed in the Forms Library on the Personnel Cabinet's website at <http://kygovnet.state.ky.us/personnel/formliby.htm>.

## TALX--The Work Number® -- Employee Verification for Mortgage Loans, etc.

Please remember employees will need to use the last four digits of their social security number as their PIN #.

In an effort to make the Work Number more valuable, TALX has recently completed an extensive redesign and upgrade of their Intranet Sites, including <http://www.theworknumber.com> and the on-line transaction site at <http://verify.theworknumber.com>. Both sites now offer better navigation and easier access to important information. For employees, they are offering links to online lending sites and home buying tips, but the greatest benefit

## INSIDE THIS ISSUE

- 1 Helpful Hints When a New Employee Comes on Board
- 1 Educational Leave Contract Updated
- 1 TALX--The Work Number
- 2 Personnel Cabinet Telephone Listing
- 2 Security List Form Revised
- 2 Commonwealth Choice
- 3 Health Insurance

*Continued on Page 2*

has to be easier access to online Salary Keys (previously called authorization codes). Employees can securely manage their Salary Keys in a visual environment, see if they have been used by a verifier, and get help, all online. All Salary Key transactions are completed in a secure environment, making this a very safe, simple, and convenient employee benefit.

## Personnel Cabinet Telephone Listing

Attached is a revised telephone listing reflecting changes in the Personnel Cabinet

## Security List Form Revised

We have modified the attached Security List Form to streamline the PD approval for agencies. The approval is as follows:

1. Update PD & Approve Level 1
2. Update PD & Approve Level 2
3. Update PD & Approve Level 3 . Note that Level 3 is required by the Personnel Cabinet.

Some agencies will not need all 3 levels. This will depend on the agency's needs and requirements.

## ATTENTION HEALTH INSURANCE COORDINATORS

### Commonwealth Choice

**Delinquent Claims Reimbursement:** The Personnel Cabinet is aware of this situation and working closely with Hunt, DuPree, Rhine and Associates for resolution. HDR is very aware of our dissatisfaction. We contact them weekly. HDR has assured us that they are working weekends and nights in an effort to get caught up. They have experienced unexpected problems with their new software. WE APOLOGIZE FOR THE INCONVENIENCE. We are preparing a letter to go to all employees enrolled in Commonwealth Choice for 2000 explaining the situation and apologizing to them. We hope to have those in the mail next week.

If you need to check the status of a reimbursement claim, you can call the new automated line at 800-413-6706.

**Confirmation Notices:** The unexpected software problems are also causing the incorrect confirmation notices that some employees have been receiving. At this point, it is not necessary for employees to call us if they have not received their confirmation notice. Please ask them to wait until the end of March for their confirmation notice. Employees may want to check their pay stub to see if the appropriate amount is being deducted from their check.

**COBRA:** Remember that a new employee who previously worked for state government and was enrolled in a health care account who is rehired (after a break in service) during the same plan year, will not be eligible for participation in the health care account program unless he/she continued participation under Commonwealth Choice COBRA.

*EXAMPLE: Terminated employment with Co#47791 on 2/7/00 and was appointed to Co#49729 on 2/10/00. FSA will stop 2/10/00 and should be made inactive on the "K" screen for 2/15/00 payroll. If not, then a request for refund needs to be done.*

*A COBRA letter should be sent for health care FSA and he/she will owe for last half of month and the whole month of March (employee will be on COBRA and charged the 2% administrative fee).*

*The appointing agency/CO# will pick up FSA effective 4/1/00 and deduction will resume in the 3/16 – 3/31 pay period.*

*If the employee elects not to go on Commonwealth Choice COBRA, then enrollment application will be rejected due to ineligibility under the new Co#.*

Please review page 114 in the Health Insurance/Commonwealth Choice Administration Manual regarding rehires. If you have any questions, please contact Susan Popp at 502-564-6534 or 1-888-581-8834.

**Terminations:** Remember to get the Health Insurance Update Forms in ASAP when someone terminates. When you send in a Health Insurance Update Form for address changes, please note on the form if the employee has an FSA account.

**Agency Transfer:** Only the new Agency needs to complete and send in the Health Insurance Information Update Form. Please indicate on the form if the employee has an FSA account. The old agency does nothing.

**Waiving coverage:** Employees need to complete both a health insurance application marked waive and a Commonwealth Choice application indicating they would like the state contribution to be deposited into the health care spending account.

**Qualifying Event/Family Status Change:** When an employee has a qualifying event that effects their dependent day care account, the Health Insurance Branch/Susan Popp needs a Family Status Change Form (page 131 of the Health Insurance/Commonwealth Choice Administration Manual), a new Commonwealth Choice application (completed for the day care account only) along with the supporting documentation. Family Status changes are approved by the Personnel Cabinet, Health Insurance Branch. Any changes in the amounts of the deductions will be changed by the Personnel Cabinet.

## Health Insurance

**Refund request:** Coordinators will continue to submit the correct term date with the understanding that no greater than 90 days premium will be available for refund, as per our contract with the health insurance carriers.

**Checks:** All personal checks for health insurance premiums should be routed to the Insurance Coordinator, who will in turn forward them to the carrier.

**EDUCATIONAL LEAVE CONTRACT**  
**COMMONWEALTH OF KENTUCKY**

\_\_\_\_\_, hereafter called Employee, and the Appointing Authority of the Cabinet for  
\_\_\_\_\_, hereafter called Appointing Authority, contract as follows:

1. This contract shall run from \_\_\_\_\_ to \_\_\_\_\_ [subject to 2(a)] during which time Employee shall be on (check one square and one circle):  

☐ Leave without pay  
☐ Leave with pay  
☐ Agency directed leave with pay

☐ Full-time leave  
☐ Part-time leave \_\_\_\_\_%
2. During the term of this contract:
  - (a) Appointing Authority may cancel Employee's leave only for "cause". "Cause" may include breach of contract, failure to maintain required academic standards, violation of school rules resulting in disciplinary action, and those actions which would result in disciplinary action under the Personnel Statutes and Regulations.
  - (b) Employee shall complete work for the degree or goal for which leave was granted.
  - (c) If Employee is on:
    1. Leave without pay - Appointing Authority shall allow Employee to accept financial aid from any source including the Tuition Assistance Program. If Employee accepts Tuition Assistance, this contract supersedes terms of the Tuition Assistance agreement to the extent any conflict exists between the two documents.
    2. Leave with pay - Appointing Authority shall (a) Pay his full salary less any financial aid he receives from other public or institutional sources, and (b) keep in force such employee benefits as provided by the Personnel Statutes and Regulations governing Leave with Pay. Employee agrees to report to Appointing Authority all public or institutional financial aid received and is not eligible for Employee Tuition Assistance.
    3. Agency Directed Leave with pay - Appointing Authority shall (a) Pay his full salary less any financial aid he receives from other public or institutional sources, and (b) keep in force such employee benefits as provided by the Personnel Law and Rules governing Leave with Pay. Employee agrees to report to Appointing Authority all public or institutional financial aid received and is not eligible for Employee Tuition Assistance; Appointing Authority shall pay the Employee's full tuition, necessary fees and book costs, and one round trip to school each semester, pursuant to State Government Travel Regulations.
    4. Full time leave without pay - Employee is not eligible for annual leave, sick leave, vacation, holidays, or compensatory time while on leave. He may take holidays and vacations allowed by the school. If he is not a full time summer student, Employee shall report for work during the summer session or take leave without pay during this period.
3. Upon Employee's successful completion of his studies and leave, Appointing Authority shall restore him to his former position or one of like status and pay, or promote him.
4. Employee service commitment
  - (a) Employee agrees to serve Appointing Authority on termination of leave for
    1. 1/2 day for each day of leave if on leave w/o pay
    2. 1 day for each day of leave if while on leave w/o pay employee accepts Tuition Assistance
    3. 2 days for each day of leave if on leave with pay\*
    4. 1 1/2 days for each day of leave if on agency directed leave with pay
    5. but if he is on Part time leave, his service commitment is ratably reduced
  - (b) Only authorized regular work time after educational leave shall be credited against Employee's service commitment.
  - (c) As a condition of approval by the Appointing Authority of the educational leave contract, the employee shall sign a promissory note that in the event that he fails to complete his service commitment he shall pay the Appointing Authority 75% of his then current daily pay for each commitment day unserved.
5. The Secretary of the Personnel Cabinet approves leave for Employee pursuant to Personnel Rule 101 KAR 2:102, Section 8 and 3:015, Section 8.
6. Appointing Authority's financial obligation beyond the current fiscal year is contingent upon future appropriations sufficient to continue the Educational Leave Program.
7. List any special conditions\_\_\_\_\_.
8. For provisions not specifically covered by this contract, the Personnel Statutes and Regulations shall apply.
9. This document is not enforceable until approved by the Secretary of the Personnel Cabinet.

\*4.(a)3. Employee's obligation for \_\_\_\_\_ is \_\_\_\_\_ upon completion of leave period.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Appointing Authority Date

\_\_\_\_\_  
Secretary, Personnel Cabinet Date

# PERSONNEL CABINET TELEPHONE LISTING, MARCH 2000

## OFFICE OF THE SECRETARY

SUITE 516, (4-7430)

[Carol.Palmore@mail.state.ky.us](mailto:Carol.Palmore@mail.state.ky.us)

**CAROL M. PALMORE**

Lisa Wilhoite, x 2019

Margaret Daniel, x 2218

**Singer Buchanan, Jr.**

Charlotte White, x 2011

Craig Reynolds (4-7911, x 2132)

## OFFICE OF ADMINISTRATIVE & LEGAL SERVICES

Dan Egbers (4-7430)

Walt Gaffield (4-7409, x 2226)

Paula Groves (4-7409, x 2119)

Dave Holzwarth (4-0198, x 2737)

**Burr Lawson** (4-7430, x 2217)

Elinda Manley (4-7409, x 2214)

Sylvia Mena (4-7430, x 2030)

Bruce Trent (4-7430, x 2228)

Linda Wilson (4-7409, x 2020)

Lisa Wilson (4-7409, x 2222)

Janessa Winans (4-7430, x 2211)

Theresa Wood (4-7430, x 2210)

## SYSTEMS MANAGEMENT (ROOM 529, 4-0198)

Jeanne Campbell, x 2723

Dennis Cantrell, x 2741

Whaylon Coleman, x 2600

Diane Collins, x 2560

Connie Gregory, x 2101

Travis Humphries, x 2725

**Neal Lanham, x 2146**

Joanna Robison, x 2740

Computer Room, x 2520 & 2600

## KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY 2501 GEORGETOWN ROAD, SUITE 1 (573-7925)

[persdeferredcomp@mail.state.ky.us](mailto:persdeferredcomp@mail.state.ky.us)

Kimberly Ball

Larincia Bowers

**Robert C. Brown**

Don Dampier

Jody Dunn

Dick Ernst

Lori Gaines

Pat Gardner

Jean Glore

Shannan Goodrich

Julie Gordon

Sue Gravitt

Misty Hatcher

Chris Helvey

Susan Rambo

Eric Simpson

**Connie Smith**

April Smyth

Donna Towles

Nikki Wainscott

Turkessa Warren

Sandi Whitaker

## DEPARTMENT FOR EMPLOYEE RELATIONS COMMISSIONER'S OFFICE, SUITE 511, (4-7911)

[Julie.True@mail.state.ky.us](mailto:Julie.True@mail.state.ky.us)

**Julie True, x 2121**

Libby McManis, x 2130

Mary Lu Dempsey, x 2131

Debbie Mitchell, x 2120

Carla Smoot, x 2133

## DIVISION OF EMPLOYEE BENEFITS DIRECTOR'S OFFICE, SUITE 511 (4-0358)

**Jill Hunter, x 2161**

### WORKERS COMPENSATION SUITE 511 (4-6847)

Sabrena Brown

**Cathy Clark, x 2410**

Jeffrey Hockensmith

Peggy Montgomery, x 2134

Dawn Moreland, x 2333

Valerie McGraph, x 2123

Donna Shelton, x 2113

Bill Smith, x 2126

Angie Spaeth-McDonald, x 2251

### LIFE INSURANCE ROOM 503 (4-4774)

Gaye Adcock, x 3146

Reina Diaz-Dempsey, x 3130

Michele Ellis, x 3143

Charlotte Murray, x 3135

Kimberly Quinn, x 3145

Audrey Shields, x 3132

Teresa Shipley, x 3163

**Sharon Spencer, x 3133**

### EMP ASSISTANCE BUSH BLDG (4-5788) 800-445-5327

Deborah Arnold, x 225

Patsy Blevins, x 224

**Mary Jane Cowherd, x 222**

Trina Jennings, x 223

Tammy Tyson, x 221

### BENEFITS DATA ROOM 511 (4-1205)

Melinda Broughton, x 2172

Lyriss Cunningham, x 2174

Cheryl Gay, x 2147

Amy Hurley, x 2171

Lynn Litzler, x 2179

Anita Pethel, x 2178

Vickie Poole, x 2173

Betty Quinn, x 2175

Jeffrey Wiley, x 2148

Linda Young, x 2165

**Steve Young, x 2169**

Scan Room, x 2180

## DIVISION OF COMMUNICATIONS & RECOGNITION DIRECTOR'S OFFICE, SUITE 501 (4-3433)

**Tina Johnson, x 2118**

### COMMUNICATIONS

Deborah Sutherland, x 2140

Ivory Henry, x 2110

Tania Esposito

### EMPLOYEE RECOGNITION

**Mary Greenwell, x 2117**

Chuck Riddell, x 2149

IDMS (Room 500)

State Operator

Employee Info Line

Quick Copy (4th Flr 100 Fair Oaks)

564-3433, x 2144

564-3130

564-8339 or 800-471-1753

564-1455

## DEPARTMENT FOR PERSONNEL ADMINISTRATION

COMMISSIONER'S OFFICE, ROOM 530

[Herb.Sheetinger@mail.state.ky.us](mailto:Herb.Sheetinger@mail.state.ky.us)

**Herb Sheetinger (4-2428, x 2512)**

Beverly Wilhoite (4-7571, x 2510)

David Cooke (Suite 517, 4-6920, x 2633)

## DIVISION OF EMPLOYEE RECORDS

**DIRECTOR'S OFFICE, ROOM 533 (4-6464 or 4-6484)**

**Jackie Shrout, x 2544**

Kimberly Hatter, x 2561

### PAYROLL, ROOM 535 (4-6883)

Kristy Castro, x 2517

Gail Cooper, x 2527

Carl Felix, x 2515

Colleen Harvey, x 2528

Julia Hughes, x 2553

Carol Kelien, x 2519

**Jim Looney, x 2513**

Jo Ann McAlister, x 2518

Betty Warford, x 2514

### FILES, ROOM 531 (4-7543)

Linda Church, x 2530

**Mary Jane Johnson, x 2541**

Dena McGuire, x 2539

Donna Talley, x 2562

### PROCESSING, ROOM 531 (4-6873)

**Carolyn Bruce, x 2532**

Sissy Burnham, x 2535

Lisa Case, x 2531

Sandra Darneal, x 2534

Connie Heady, x 2533

Jean Henning, x 2538

## DIVISION OF CLASSIFICATION & COMPENSATION

**DIRECTOR'S OFFICE, SUITE 502 (4-4503)**

**Dale Shelton, x 2124**

Debbie Parido, x 2129

### CLASSIFICATION

Phyllis Harris, x 2023

Vickie Hatchel, x 2017

Ron Smith, x 2219

Shane Smith, x 2300

**Jim Stanley, x 2021**

Mark Thompson, x 2114

Marilyn Vance, x 2215

### COMPENSATION

Sue Baker, x 2127

**Susan Jeffers, x 2022**

Gary Shrout, x 2220

Terry Sullivan, x 2112

## DIVISION OF STAFFING SERVICES

**DIRECTOR'S OFFICE, SUITE 517 (4-6920)**

**David Cooke, x 2633**

Lucy Karsner, x 2632

### EMPLOYMENT COUNSELING (4-8030)

Jan Akers, x 2603

Terry Brogan, x 2602

**Marsha Derringer, x 2629**

David Dooley, x 2636

Regina Gravitt, x 2624

Samuel Moore, x 2658

Kevin Naiser, x 2634

Karen Neeley, x 2625

Dorcas Peach, x 2628

Rose Polsgrove, x 2606

William Sander, x 2630

Kay Wallace, x 2648

### APPLICANT PROCESSING (4-8030)

Shona Alderson, x 2627

Denice Driver, x 2616

Merla Graves, x 2620

Elizabeth Hicks, x 2619

**Denise Jones, x 2622**

Farrah Keith

Betty Shropshire, x 2613

Jamille Smith, x 2621

Robin Smith, x 2612

Sharon Smither, x 2614

Stephanie Turner, x 2610

### STAFFING ANALYSIS (4-6702)

Marina Alford, x 2647

Kim Combs, (4-7602, x 2617)

Carla Gray, x 2648

Brenda Kelley, x 2611

Bekka King, x 2650

Gay Lee, x 2644

Kimberly Roush, x 2645

Kevin Shipp, x 2649

**Brenis Taylor, x 2646**

## OFFICE OF PERFORMANCE MANAGEMENT

**DIRECTOR'S OFFICE, ROOM 525 (4-4673 or 4-4675)**

**Johnny Keene, x 2523**

Regina Edington, x 2522

Benefits Data Branch (Room 511)

Class & Comp (Suite 502)

Deferred Comp

Employee Benefits (Suite 511)

Employee Records (Rm 535)

Health Insurance (Suite 501)

KEAP (Bush Building)

Life Insurance (Room 503)

Secretary's Office (Rm 516)

Staffing Services (Director's Office)

Staffing Services (Register)

Staffing Services (Emp. Cnsel)

Systems Management (Room 529)

Workers Comp (Suite 511)

FAX 564-1085

FAX 564-6507

FAX 573-4494

FAX 564-4311

FAX 564-5826

FAX 564-0364

FAX 564-5189

FAX 564-4034

FAX 564-7603

FAX 564-3588 or 564-5251

FAX 564-5414

FAX 564-0512

FAX 564-2274

FAX 564-9119

# SECURITY LIST FORM (3-00)

The Agency Security Officer will approve, date, and send form to Personnel Security Officer, James P. Looney, Personnel Cabinet, Department for Personnel Administration, Division of Employee Records, Room 535, 5th Floor, 200 Fair Oaks Lane, Frankfort, Kentucky 40601.

Type of Access  
I=Inquire  
U=Update/Inquiry  
D=Delete  
(\* = Inquire Access Only)

Type of PD Access  
I=Inquire  
1=Update PD & Approve Level 1  
2=Update PD & Approve Level 2  
3=Update PD & Approve Level 3. This level is required by the Personnel Cabinet.

[illegible]

EPI=Personnel & Position History  
 PCS=Position Control Summary  
 PCL=Position Control Roster  
 EXP=Express P-1's  
 PND=Pending P-1's  
 IRA=Instant Record Analysis  
 PTL=Payroll Time & Labor  
 PAY=Popy

POT=Payroll On-line Transactions  
 PIL=P-1 Listing  
 TRE=Teachers Retirement  
 RFC=Register  
 DET=Detail Title  
 TLE=Title Code  
 EVL=Evaluation Rating  
 SPN=Supplemental Notification  
 PD=Position Description

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

11/11/11

Date Returned:\_\_\_\_/\_\_\_\_/\_\_\_\_